

ASSOCIATE BUDGET ANALYST

PROMOTIONAL EXAMINATION

SPOT – SACRAMENTO ONLY

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

POSITIONS EXIST

Positions exist in Sacramento's Central Office.

POSITION DESCRIPTION

An Associate Budget Analyst, under general direction, performs the more responsible and complex technical budget work by coordinating and assisting in the development, analysis, preparation, administration, maintenance, review and control of the Department's budget; provides consultative budget service to Department management; and does other related work..

SALARY RANGE

\$3915 - \$4759

CONTINUOUS TESTING

Testing is considered continuous and will be administered on a **semi-annual** basis with the following scheduled cut-off dates as indicated below or as the needs of the department warrant:

- **JANUARY 9**
- **JULY 9**

FILING INSTRUCTIONS

All Examination Applications (STD 678) must be **POSTMARKED** no later than the scheduled cut-off date. Applications postmarked after the scheduled cut-off date will be kept on file for the next scheduled administration. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE SCHEDULED CUT-OFF DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications is prohibited. Submit applications **DIRECTLY** to:

EMPLOYMENT DEVELOPMENT DEPARTMENT
HUMAN RESOURCE SERVICES DIVISION, MIC 54
ATTENTION: Associate Budget Analyst Exam
P.O. BOX 826880
SACRAMENTO, CA 94280-0001

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Note: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. **Applications received without this information will be rejected because of incomplete information.**

(INTERNET)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**COMPETITION
LIMITED TO STATE (EDD)
EMPLOYEES**

Applicants must have a permanent civil service appointment with the EDD in order to take this examination.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the EDD. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12-months after it is established.

Once eligibility is established, individuals are not permitted to retest prior to the expiration of their list eligibility.

**REQUIREMENTS
FOR
ADMITTANCE
TO THE
EXAMINATION**

Note: All applicants must meet the education and/or experience requirements for this examination by the scheduled cut-off date.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

**Minimum
Qualifications****EITHER I**

One year of experience in the California state service performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs.)

OR II

Experience: Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of a Staff Services Analyst, Range C.) (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the exam, but they must fully meet the experience requirement before being eligible for appointment.)

**EXAMINATION
INFORMATION****PROMOTIONAL READINESS EVALUATION PROCESS WEIGHTED 100%**

This examination will consist of a Promotional Readiness Evaluation Process weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Final Rating Panel (FRP) - Candidates may be required to appear before FRP for an oral interview consisting of job-related questions relative to the SCOPE outlined on this bulletin. The FRP will assign each candidate a final competitive score based on the information provided in the Examination Application/Resume and the candidate's response to the patterned questions. Candidates who do not appear for a their scheduled interview will be disqualified.

(INTERNET)

**EXAMINATION
INFORMATION** *(continued)***Education
and
Experience**

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application.

List all experience relevant to the "Requirements of Admittance to the Examination" shown on this announcement, including a complete list of any paid and/or volunteer part-time, full-time, and/or military service work experience, regardless of the duration.

SCOPE**A. Knowledge of:**

1. Principles and practices of governmental budgeting and accounting.
2. Financial structure and financial procedures of the State of California.
3. Purposes, functions, and fiscal organization of the various State agencies.
4. Laws relating to financial administration of the State Government.
5. Principles of public and personnel administration and organization and management.
6. Principles and practices of public finance.
7. The Department's mission, values statement, and strategic plan, as well as respective Branch/Division commitments/values.
8. Departmental policies, rules, and regulations.
9. Department organization and functions.

B. Ability to:

1. Develop various types of budget documents.
2. Analyze and solve difficult technical budget problems.
3. Establish and maintain cooperative relationships with control agency staff and others contacted in the course of the work.
4. Communicate effectively both orally and in writing.
5. Analyze situations and problems accurately and take an effective course of action.
6. Work independently to meet deadlines and accomplish objectives.
7. Participate effectively as a member or lead person in a project.
8. Demonstrate enthusiasm and innovation towards new ideas and opportunities for change.

**INQUIRIES ABOUT
THIS EXAMINATION**

All inquiries about this examination should be directed to either Nanci Loftin at (916) 654-6059 or Connie Stewart at (916) 654-1170.

**Examination
Hotline**

In addition, EDD maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch tone telephone, call (916) 654-6869.

(INTERNET)

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department's, Human Resource Services Division, (916) 654-6869, four weeks after filing his/her application if he/she has not received a Receipt of Application notice.

EXAMINATION APPLICATIONS (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov/jobsgen/app.htm.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

PERSONS WITH DISABILITIES: If you have a disability and wish to participate in one of our testing services, programs, or activities, and require a specific accommodation, please circle the appropriate response on page 1 of the "Examination Application". You will be contacted to make specific arrangements. If necessary, candidates may use the California Relay Service access numbers (from TTY: **1-800-735-2929** or from voice telephone: 1-800-735-2922).

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Final Rating Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at www.spb.ca.gov/spblaw/srchrule.htm.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

(INTERNET)